BRIEF HISTORY

During the early nineteen hundreds a group of Arcadia women, approximately fifteen in number, formed a social organization known as the Co-operative Arcadians. This group was interested in civic affairs, the culinary arts and social enjoyment.

From this organization evolved the Woman's Club in 1914. Club meetings were held in the homes, the Presbyterian Church and City Hall.

Their interest in books led to the first lending library in Arcadia, continuing as such until 1920 when the present library system was established by the City Council.

They also sponsored the organization of the Arcadia Historical Society, the first Junior Symphony Association, and the "Arcadia Beautiful" group.

The Woman's Club of Arcadia was incorporated under the State laws of California in 1930. The building program began in the fall of 1930 with the purchase of two lots, and the clubhouse was dedicated on July 30, 1931. The solarium and extension of the foyer were added in 1941-1942. In 1955 the membership voted to purchase the southeast corner of First Avenue and Diamond Street for additional parking.

To meet the cultural interests of the members, departments in the Club have been organized, the Garden Department being the first. Including the departments, the Club now participates in Federation activities, maintaining membership in the District, State and General Federation of Women's Clubs. 1958 saw much Club participation in Federation work.

1959-1960 brought many major achievements, one of which was the rebuilding and beautifying of the stage.

A major Club philanthropy has been an academic scholarship to a graduating student of Arcadia High School.

In 1961 renewed interest in Civic projects featured participation in helping to finance the Arcadia Float in the Rose Parade and a substantial contribution to the new Public Library for much-needed micro-film.

During 1964, its Golden Anniversary year, the Club revealed that it was still a vital force within the community. When the city celebrated its 60th Anniversary, the Club, along with the Arcadia Historical Society, supplied a plaque commemorating the spot where Arcadia's first school had been built. Another joint project was combining forces with the Junior Woman's Club to donate a fire ring for the city's Wilderness Park. Our Club participated in Arcadia's sister city project by giving financial aid to the Woman's Club of Tripolis, Greece.

With the kitchen having been completely renovated and the clubhouse having received a much-needed coat of paint, we were ready to celebrate our birthday. Climaxing this 50th year for the Club were two special events, a Golden Anniversary luncheon and an Anniversary Tea to which had been invited State and District officers, also community civic leaders who helped us commemorate this first milestone of the Club's life.

1964-1965 was the year of the "new-look" for our grounds.

The removal of the large deodar tree in front, and the beautiful relandscaping, earned and paid for by the joint efforts of the Garden Department, resulted in a most attractive exterior for our club, complete with a new Woman's Club of Arcadia redwood sign.

1966 was the Diamond Jubilee year celebrating the seventy-fifth birthday of the General Federation of Womens' Clubs. Two of our members were honored for their long records of membership and service in our club.

Our clubhouse foyer was made very lovely and attractive with the purchase of some new furniture, and renewal of older furnishings.

In 1966-1967, the Evening Division was reactivated as the Children and Youth Department. The Literature Department initiated what is hoped will be an annual "Meet the Authors Luncheon."

The locks on the clubhouse doors were modified and hardware installed to comply with the State Fire Safety Standards.

Property of Woman's Club
of Arcadia.

THIRTY NINE YEARS OF PROGRESS

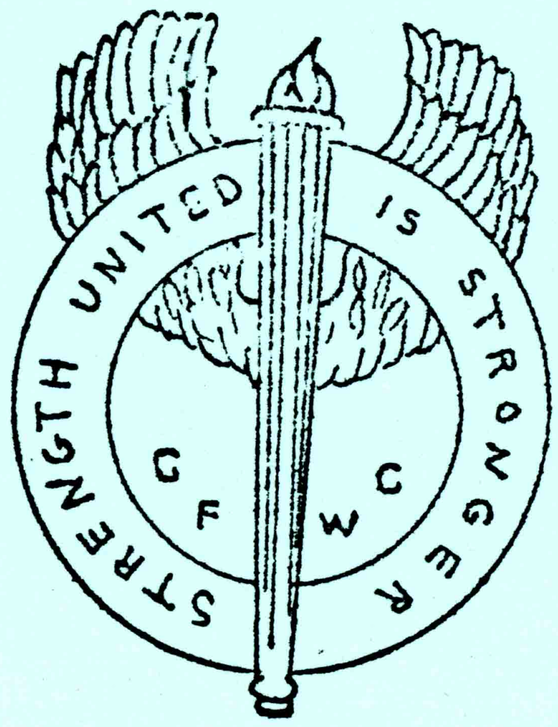
THE WOMAN'S CLUB OF ARCADIA

1914--1953, Incl.

G F W C

V E R D U G O D I S T R I C T

CALIFORNIA FEDERATION OF WOMEN'S CLUBS



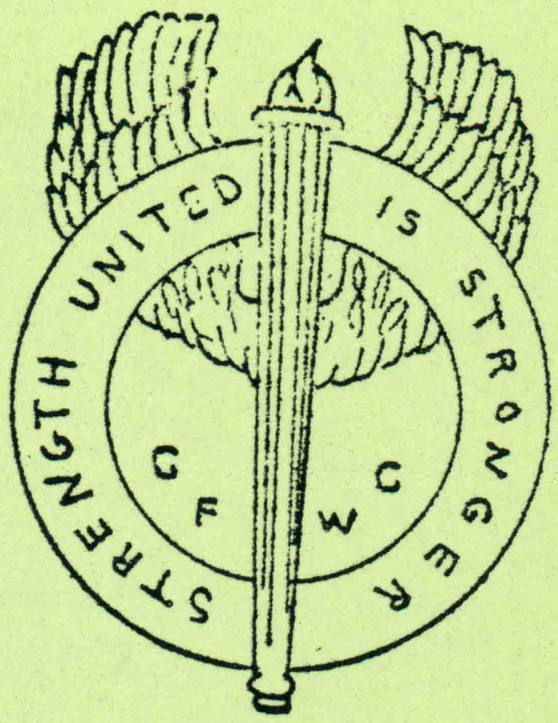
MANUAL OF PROCEDURE

1984 - 1986

G F W C

V E R D U G O D I S T R I C T

CALIFORNIA FEDERATION OF WOMEN'S CLUBS



MANUAL OF PROCEDURE

1982 - 1984

NEWS LETTER

Woman's Club of Arcadia

January 27th, 1985

President: Mrs Alice Del Rey
Editors : Mrs Yvette Shannon
Mrs Maryellen Galuchie

Dear Ladies,

I regret that you did not received your News Letter in January, but unfortunetly I had wrist surgery, and my back is giving me trouble again.

Your Editor
Yvette Shannon

So, now here are the news I have to pass along. Mark on your Calendars date: Feb. 6th Regular business meeting, and also Reciprocity Day John Adair will be our Guest.

From Chris Mallon's Desk:

Remember Feb 14th, Day at the Races, so call her now to make your reservations phone# 446-1096. Tickets are $6.00 each.
6.50

From Literature Chairwoman Harriet Patterson.

Make note on your calendar. Feb. 13th at 12noon. The Literature Division will present "Buffet-Books-Bridge's. This will be a Gala Affair, following a delicious Buffet Lunch. Lorraine Anderson will present Gloria Horstman as our Guest Speaker she is well know in Arcadia. It should prove most entertaining. Following there will be "Bridge or other card games.

Tickets will be $6.00 Reservations must be made by Saturday Feb. 9th.

Please call any of the following Ladies:

Lu Milner # 358-7657
Wilma Johnson 447-7674
Harriet Patterson # 446-7378

Other dates to remember are: 2nd Weds each month Literature Division

3rd Weds, each month Bridgefest. and Lunch at 11.30

4th Tues: every month is International Division 10.30 Bag Lunch
Desert and coffee served.

Hope to see you all at our next Regular Meeting. Feb. 6th

Make an effort to come and support your club in all their endeavors.

NOTICE
to Renters & Members

DO NOT DISTURB
NEIGHBORS

Pick Up All Trash
and put in plastic bags
securely tied.
LEAVE NOTHING LOOSE
on ground.
Take CARDBOARD BOXES
& BOTTLES with you.

KEEP NOISE DOWN
Close All Windows & Doors

Women's Club of Arcadia

Li Verne received a Award for Spiritual Poetry

GFWC VERDUGO DISTRICT CFWC

FINE ARTS FESTIVAL

March 14, 1983

Woman's Club of South Pasadena
1424 Fremont Avenue
South Pasadena

Arcadia Womans Club

Board Metting

Nov 5,1983

President Shirley Lind called the meeting to order at 9.30 a.m. Board meeting was held at the Clubhouse, those absent were Pat Bowman,Imgard Schramm,and Jean Carson.

Correction name of new member spelling Sue Kewton.

Helen attended the Nov 9, meeting of the Junior Club,she thanked them for the bread , and the 100. donation.

The Juniors need canned goods for Christmas baskets,they can be brought here. The Juniors are planning a coffee for us Jan 30, at Denise Halls home.

The club is in need of a Christmas tree for our party Dec 21, Pot luck lunch at 11.30 a.m.

Gifts exchanged limit will be 3.00

La Verne will handle the white elephant sale, items should be brought here the 16,of May day of the Bridgefeast. Fashion Show will be on May 23rd.

Ginger made a motion to charge $8.00 for the fashion show tickets, Jane Shepard seconded the motion, motion was carried

Jane Shepard made a motion to give the Custodion a $25.00 gift for Christmas and $10.00 for addiontal trips made to the clubhouse,while Imgard is ill, Ginger seconded the motion.

WOMAN'S CLUB OF ARCADIA.

April 4th. 1985

Dear Members.

Once again I'm here to invite you to our special functions. Please mark your Calendar.

Literature Division will meet April 10th, for Lunch at "Thai International Rest. at 9465 Las Tunas . in Temple City at 12 noon. The price for the lunch will be $7.25, including Tax and tip. There's ample parking at the rear of the Rest.

Following lunch we will proceed to the "Pacific Asia Museum" at 46 N. Los Robles in Pasadena for a tour at 2 p.m.. We will also have a guide to conduct the tour.

This should be a delighful day and most interesting.

Hope to see all of you there.

Harriet Patterson
chairperson.

Also lets remember to check our by-laws book it has all the events in it.

Pat Bowman chairperson of Bridgefest also invites you to the 3rd wed. of every month for Lunch & Bridge afterwards.

Lets support her in all her endeavor, and bring a friend who may play Bridge or would like to learn, and possibly joins us as a member.

Pack yourself a lunch every 4th Tues. of each month and join the International Division. They serve dessert, coffee, and tea. and have always a wonderful program, who are most interesting.

Please give Frances Burnett your chairperson all your support.

Note:

All Business Meetings are on the first wed. of each month. Make your reservation early. Also try to bring a guest the more the merrier.

See you all soon

Yvette Shannon

INSTALLATION CEREMONEY - ARCADIA WOMAN'S CLUB - JUNE 4, 1986

THE ARCADIA WOMAN'S CLUB HAS A LONG AND ILLUSTRIOUS HISTORY. ALL OF THE MEMBERS TODAY OWE MUCH TO THE WOMEN WHO HAVE PRECEDED THEM. YOU HAVE ESTABLISHED YOUR OWN TRADITIONS. NOW A NEW GROUP OF OFFICERS WILL SEEK TO MAINTAIN THESE TRADITIONS AND EXPAND THE GOALS. THEY REVERE THE PAST, BUT THEY ACCEPT THE CHALLENGE OF THE FUTURE. RECOGNIZING OUR DEBT TO THOSE WHO HAVE SERVED THIS CLUB FOR THE PAST YEAR, I WOULD LIKE TO ASK THE OUTGOING BOARD UNDER THE LEADERSHIP OF PRESIDENT, YVETTE SHANNON TO STAND FOR A WARM ROUND OF THANKS. BY THE POWER VESTED IN ME AS INSTALLING OFFICER I NOW DECLARE THE 1985-86 BOARD RELIEVED OF OFFICE.

IT IS MY PLEASURE TO SERVE AS MARY'S INSTALLING OFFICER AND WITH MY BEST WISHES I WOULD LIKE TO CALL UP THE INCOMING BOARD.

MRS. MARY MARTINETTE, PRESIDENT; MRS. JOYCE ROEHRL, FIRST VICE PRESIDENT; MRS. VI COOK, SECOND VICE PRESIDENT AND TREASURER; MRS. PAT BOWMAN, THIRD VICE PRESIDENT; MRS. GEORGIA LUND, FOURTH VICE PRESIDENT; MRS. MARGE ELLIOTT, RECORDING SECRETARY; MRS. RUTH HAWKINS, CORRESPONDING SECRETARY; MRS. ALICE DEL REY, FEDERATION SECRETARY AND JUNIOR COORDINATOR; MRS. DOROTHY VAN DOREN, SENIOR TRUSTEE; MRS. VIRGINIA TRAVIS, JUNIOR TRUSTEE AND MRS. BARBARA REGAN - PARLIAMENTARIAN.

THE THEME THAT YOUR NEW PRESIDENT HAS CHOSEN IS "COMMUNICATION AND ~~LOVING~~ Learning FOR BETTER UNDERSTANDING". COMMUNICATION IS BOTH A SKILL AND AN ART AND ONE OF THE MOST IMPORTANT AREAS WHERE GROUPS NEED WORK IN ORDER TO IMPROVE UNITY AND GAIN MATURITY. WEBSTER DEFINES COMMUNICATION AS THE ACT OF IMPARTING AND THE TRANSMISSION OR EXCHANGING OF IDEAS OR INFORMATION. IT IS THROUGH COMMUNICATION THAT WE ALL GAIN BETTER UNDERSTANDING AND AS WE UNDERSTAND EACH OTHER BETTER WE DEVELOP A MORE LOVING RELATIONSHIP.

I FELT THAT TWO SYMBOLS DEPICTED THIS THEME AND AS A TOKEN HAVE FASHIONED A HEART-SHAPED PIN FOR EACH OFFICER REPEATING ITS WORDING AND PICTURING A TELEPHONE. WEAR IT WITH PRIDE FOR YOUR CLUB AND YOUR OFFICE.

<u>JUNIOR COORDINATOR</u> - ALICE DEL REY - ALICE IT IS YOUR RESPONSIBILITY TO ACT AS A LIASON BETWEEN THE GENERAL AND JUNIOR CLUB. THROUGH YOUR COMMUNICATION AND ~~LOVING~~ Learning THESE TWO GROUPS WILL GAIN BETTER UNDERSTANDING.

<u>PARLIAMENTARIAN</u> - BARBARA REGAN - BARBARA, ROBERT'S RULES OF ORDER ARE IN YOUR CARE. THROUGH YOUR LOVING INTERPRETATION OF PARLIAMENTARY PROCEDURE, THE MEMBERSHIP WILL COME TO BETTER UNDERSTANDING OF THE WORKINGS OF THE CLUB.

<u>JR. TRUSTEE</u> - VIRGINIA TRAVIS - VIRGINIA - YOUR JOB AS JR. TRUSTEE IS TO BE CHAIRMAN OF INVENTORIES AND YOU SHALL BE RESPONSIBLE FOR CLUB HOUSE GROUNDS. AS YOU COMMUNICATE TO MEMBERS ABOUT YOUR OFFICE THEY WILL GAIN BETTER UNDERSTANDING ABOUT THE WORTHINESS AND DILIGENCY OF THIS POSITION.

<u>SR. TRUSTEE</u> - DOROTHY VAN DOREN - DOROTHY, YOU SHALL BE CHAIRMAN OF THE HOUSE COMMITTEE AND RESPONSIBLE FOR ALL REPAIRS AND REPLACEMENTS OF CLUB PROPERTY. ANY EQUIPMENT TAKEN FROM THE CLUBHOUSE MUST BE CLEARED THROUGH YOU. TWO-WAY COMMUNICATION IS ESSENTIAL TO YOUR POSITION AS YOU PROTECT THESE VERY VALUABLE ASSETS OF THE CLUB.

Treasurer - Vi Cook - Vi, upon you falls the responsibility of guarding the funds of this organization. You must communicate the financial status of the club to members and to see that financial obligations are met. Through your figures, members will have better understanding of the financial aspect of the club.

Federation Secretary - Alice Del Rey - Alice you shall attend District Conferences and communicate matters of importance and interest to the club and through better understanding of the club role in Federation generally stimulate participation in Federation work. You need to develop an understanding of Federation so that you can answer questions that may arise.

Corresponding Secretary - Ruth Hawkins - Communication is essential to this office as you prepare letters and notices that will provide members with better understanding of the happenings of the club or as you answer correspondence, thank or console members with your warm notes.

Recording Secretary + Publicity - Marge Elliott - Marge, your accurate records of each meeting will certainly provide the club with better understanding of what transpires, not what was said. History will note what you have written. Your minutes are a permanent and legal record. As publicity you will communicate the work + activities ~~through~~ of the club to the public through the paper.

Fourth Vice President - Georgia Lund - Georgia, you are responsible for Ways and Means activities. You must communication imagination and creativity to implement projects within the club which will help provide funds to do the things your club wants. Your creation of better understanding of your office will insure the success of your ventures.

Third Vice President - Pat Bowman - Pat, your communication involves others as you plan a variety of different programs to create a festival of fun and interest among the members. May the members be enriched by your care in selecting stimulating programs which will capture their attention.

Second Vice President - Vi Cook - Vi, it is your duty to serve as Rentals Chairman a job which certainly demands wisdom and prudent planning. You shall be in charge of communicating with all renters of the House Rules, checking all equipment before and after use, setting up a schedule, showing the property and other duties as pertains to this position. Your skill at communicating will create a better understanding of what is expected of those who rent the clubhouse.

First Vice President - Joyce Roehrl - Communication plays a major role in your position as you work closely with the President, assisting her whenever required and communicating her wishes in her absence as you assume her her duties. You shall attend district meetings and shall secure necessary city permits for all club activities. Members will gain a better understanding through your communication as you serve as the President's right hand.

President - Mary Martinetti - Mary, as President you will communicate with each and every member. Your loving guidance will create better understanding between members. You must have the ability to unite the membership. You will need tact, patience and understanding of the viewpoint of others. The success of the administration depends on your communication and wise leadership.

And now, to you members, may I suggest other qualities that you can adopt to communicate your support of these officers. Kindness and Courtesy can never be overdone. Communicate your willingness to help and most importantly, communicate your feelings and problems so that the club can work together on solutions retaining unity and harmony.

I now declare you duly installed, both members and officers of the Arcadia Woman's Club.

The beautiful blue water of crescent shaped Santa Monica Bay makes the city of Santa Monica in southern California an attraction for everyone who loves surf, sand and sun.

JUNE 1986

SUN	MON	TUE	WED	THU	FRI	SAT
1 ARTHRITIS CLUB 2 P.M LEWIS HALL	ARC. WELFARE + THRIFT 2 1PM - 10 P.M ANTIQUE AUCTION	PTA COUNCIL MEETING 9:15 A.M 3 ARCADIA METH 10-11 A.M SIBLING PREP. HAVING A BABY ARE YOU READY? 7-8.30 PM	AFS NOON INSTALLATION 4 1220 RODEO RD ARC. METH. HOSP BREAST FEEDING + INFANT CARE 7. - 8.30 PM	RETIREMENT BANQUET 5 MILTON SONNEVIK	6	ARCADIA PUBLIC LIBRARY 10AM 7 SIGN UP FOR SUMMER CHILD ACTIVITIES CREATIVE ARTS. ANNUAL BENEFIT METH. HOSP: NUTRITION + EXERCISES FOR EXPECT. MOTHERS 9-10.30 A.M
8 ARCADIA HIGH SCHOOL BACCALAUREATE 5 P.M.	ARCADIA BOARD OF EDUCATION 9 7.30 P.M	N. SAN GABRIEL VALLEY MENTAL HEALTH 6 P.M 10 237 LIVE OAK FRIENDS IN NEED CANCER SUPPORT 2.30 AM	METH. HOSP. AFTERNOON MATERNITY TEA 2 P.M 11 BRINGING UP TWINS 7 - 8 30 P.M	JUNIOR HIGH GRADUATION 12 6. P.M	ARCADIA SENIOR SERVICES 1 P.M. ASSISTANCE LEAGUE HOUSE 13 ARC. HIGH SCHOOL GRADUATION 2 PM. FOOTBALL FIELD	ARC. METH HOSP. 14 SIBLING PREP. WE HAVE A NEW BABY AT HOME 2 - 3 P.M FOR SISTERS & Flag Day BROTHERS
15 HAPPY FATHERS DAY Father's Day	16	HAPPY HEARTS PROGRAM 17 7-9 P.M HOSP. AUDITORIUM	18	19	20	ARC. METH HOSPITAL 21 BREAST FEED + INFANT CARE 9 - 10.30 A.M Summer Begins
22	SUMMER SCHOOL BEGINS 23 ARC. BOARD OF EDUCATION 7.30PM	2.30 FRIENDS IN NEED CANCER SUPPORT 24 OSTOMY ASSOCIATION 7.30 P.M.	AFTERNOON MATERNITY TEA 2 P.M 25 EVENING MATERNITY TEA 6 P.M	26 ADDITIONAL HEALTH METHODIST (818)	27 PROGRAMS HOSPITAL 574-3530	28
29	30					

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

S	M	T	W	T	F	S
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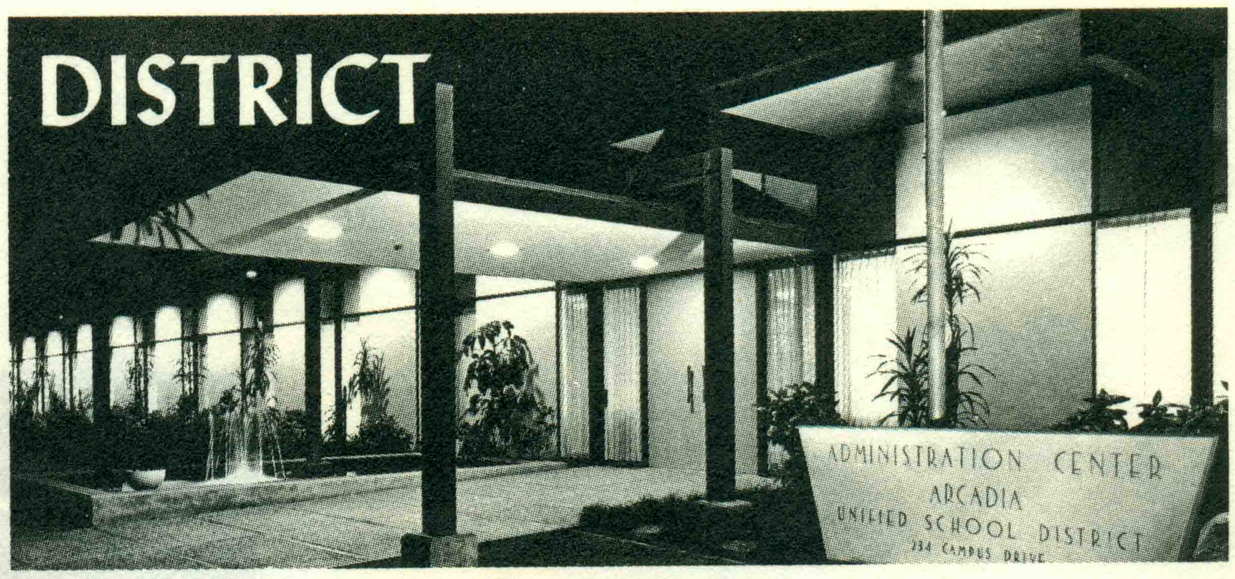
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

RED CROSS: BLOOD SATELLITE ○ 2 - 6.30 P.M, MONDAYS, 376 W. HUNTINGTON
ARCADIA METHODIST: "TOUGH LOVE" 7.30 P.M. EVERY TUESDAY

CREATIVE ARTS JUNE 23 - AUG 2, 108 N. BALDWIN, S.M. SUMMER SESSIONS
ARCADIA SCHOOLS. SUMMER REGISTATION: { ELEMENTARY SCHOOLS, JUNE 3 + 5 / 3 - 5.30 P.M / 7th 9 - 12 NOON / 16th 9 - 3 P.M } BALDWIN STOCKER
JR. HIGH + HIGH: JUNE 16: 1 - 4 P.M. 17: 8 - 11 A.M ARCADIA HIGH OFFICE

ARCADIA UNIFIED SCHOOL DISTRICT

234 CAMPUS DRIVE ARCADIA, CALIFORNIA 91006 213-446-0131



First Avenue Junior High School
301 South First Avenue
Arcadia, California 91006

June 6, 1984

Mrs. Ruth Gray, Treasurer
Woman's Club of Arcadia
P. O. Box 861
Arcadia, California 91006

Dear Mrs. Gray:

On behalf of the Student Body at First Avenue Junior High School, I would like to thank you and your wonderful organization for the generous donation. This money will be used to benefit our students.

Please convey our thanks and appreciation to your members for this very thoughtful gift!

Sincerely,

J. Sonnhalter

J. Sonnhalter
Principal

JS:sd

HAVEN HOUSE, INC.

POST OFFICE BOX 50007, PASADENA, CALIFORNIA 91105-0007
TELEPHONE (213) 681-2626

June 13, 1984

President
BARBARA REARDON, Atty.

Vice Presidents
GEORGE BISHARA, Ph.D.
SUE MIELE

Corresponding Secretary
BETTY GRIFFIN

Financial Officer
WILLIAM F. BERRY

Directors
KATHLEEN BENNETT
GEORGE L. BROWNING, III
BARBARA E. DUNN, Atty.
RUSTY GAGE
JACQUELYNNE JONES
ILENE MARSHALL
MARGERY WILMANS MORSE
ALASTAIR NICOL
WILFORD PENNY, C.P.A.
BRENT RIGGS, Atty.
ELLIOT SAINER, Ph.D.
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DORIS THIELEN
CORA TOWNSEND

Advisory Board
HERBERT HOPKINS, C.P.A.
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HELEN MARSHALL
CHOMONDELEY NELSON
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ALBERT G. WIEMANS

Auxiliary

Los Angeles
ROSE MERLIN

Pasadena
MARGERY W. MORSE

Las Vecines
DORIS THIELEN

Executive Director
RUTH I. SLAUGHTER

The Woman's Club of Arcadia
P.O. Box 861
Arcadia, CA 91006

Dear Members:

It is a great pleasure to thank you once again for your continuing loyal and generous support of Haven House's services to the wives and children of violent alcoholics. We were delighted to receive your wonderful gift of $300, which will make a real difference in our ability to provide a comfortable refuge and a chance for a better life to these families in need.

It is really the support of community groups like the Woman's Club of Arcadia that is the most important factor in Haven House's continuing to provide a quality service. You give Haven House the chance to be flexible in meeting the current needs of our residents as they arise. You also spread the word into the community about the need for services for these women and children; and we believe that that not only makes new friends for Haven House, but also increases the chances of battered women and children finding the support they need in the community.

We applaud you for the role you have played in working to end violence in the lives of women and children, and we deeply appreciate the support you have given Haven House in playing its part to help these families.

Sincerely,

Barbara Reardon (lg)

Barbara Reardon
President

BR:clf

enc.

CALIFORNIA CLUBWOMAN

PUBLISHED BY THE CALIFORNIA FEDERATION OF WOMEN'S CLUBS

MEMBER: GENERAL FEDERATION OF WOMEN'S CLUBS, INTERNATIONAL

JUNE 1985

PAT BOONE
President, CFWC

"Happiness Is Making Dreams Come True Through Friendship and Federation"

Wasn't our CFWC Convention great? To each of you, our sincerest thanks for a most

(Continued on page 14)

TOBY KAHAN
Director of Junior Clubs

"The World Is Beautiful, When There Is Love"

This is a difficult message to write. It will be my last to you as Director of Junior

(Continued on page 14)

WE ATTENDED, PARTICIPATED, ENJOYED

82nd Annual Convention Inspired by "Dreams: Yesterday-Today-Tomorrow"

Participating in opening ceremonies at convention are, from left, CFWC Recording Secretary Pat Nix, CFWC President-elect Ruth Schermitzler, Assistant to United States Secretary of the Interior Carol Hallett, and CFWC President Pat Boone.

Excellent speakers, inspiring reports, informative workshops, and delightful entertainment, plus the excitement of awards presentations, brought "double happiness" to CFWC's 82nd Annual Convention, May 2-5 at the lovely new Red Lion Inn in San Jose.

In presiding, President Pat Boone kept the program moving and on course with amiability and wit.

Several outstanding speakers were on the program.

The keynote speaker was Assistant to the United States Secretary of the Interior Carol Hallett who addressed the assembly at the opening session on Friday afternoon. She said, "There is no threat to public health through Kesterson... Department of the Interior covers a vast range...even includes

(Continued on page 4)

GFWC Volunteer

Administration Book

1984-1986

"Unity in Volunteer Service"

Jeri Winger, International President

General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036

GFWC Volunteer

Administration Book

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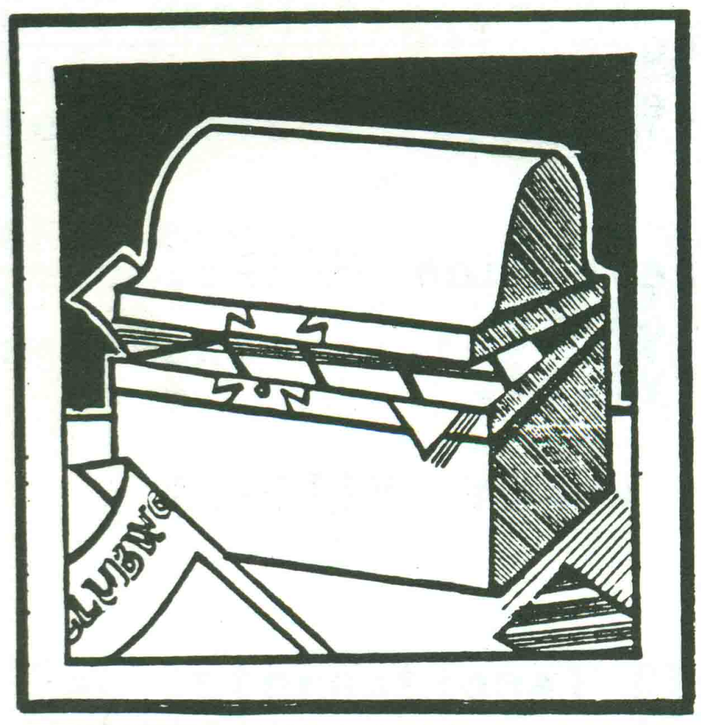


GFWC SPECIAL PROJECTS
GFWC SPECIAL COMMITTEES
GFWC STANDING COMMITTEES
GFWC INTERNATIONAL CLUBS
GFWC ONGOING PROJECT

Jeri Winger (Mrs. Wendell O.)
GFWC International President
1734 N Street, N.W.
Washington, D.C. 20036
(202) 347-3168

For this administration, there are seven **Special Projects** that your GFWC club has an opportunity to select. These projects enhance the department programs and are designed to supplement your GFWC club's activities. Here is a brief description of the **GFWC Special Projects** for 1984-1986.

Page

GFWC Centennial Celebration continues planning for celebrating the GFWC Centennial in 1990. VIII-4

GFWC Community Improvement Program is an awards program designed to encourage local projects to improve the quality of community life. VIII-6

GFWC FREE Enterprise Program will continue its primary thrust in the premise that the unique American economic system provides the nation and its citizens with the strengths, incentives and rewards which enable us to achieve our national goals, maintain our individual freedoms and enrich our lives. VIII-8

General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
(202) 347-3168

Jeri Winger
GFWC International
President

GFWC CONSERVATION DEPARTMENT

Ernie Shriner (Mrs. Robert E.)
GFWC Conservation
Department Chairman
1815 Milton Drive
Cheyenne, Wyoming 82001
(307) 632-7605 (H)
(307) 634-0784 (O)

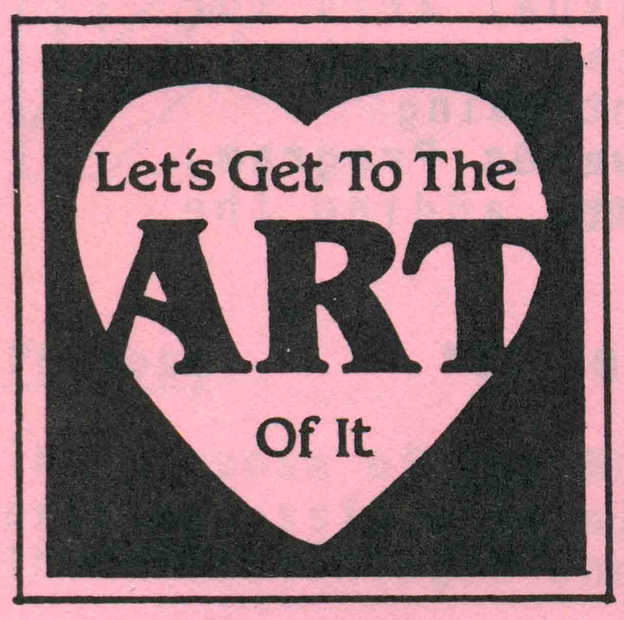
Carol Allen (Mrs. Phillip)
GFWC Junior Conservation
Department Chairman
P.O. Box 482
Kingston, TN 37763
(615) 376-7718

HAZARDOUS WASTE MANAGEMENT: Department Emphasis for 1984-1986. The **GFWC/Shell Oil Company "Watch Your Waste" Seminar** will focus on all phases of hazardous waste, governmental processes, and legislative advocacy. GFWC clubwomen will meet to study issues and methods to institute and implement change. **"Watch Your Waste"** bulletins will be published by GFWC and Shell as an informational item to all clubs entered in the program. **Hazardous Waste** is a threat to our very existence. We are our own worst enemy.

Take time to smell the flowers or plant a tree for your home and community. Beautification is an ongoing effort and there is a constant need to improve our environment. Participate in the **GFWC/Keep America Beautiful Awards Program.** Organizing the community to particiate in Tree City, USA Programs and establishing mini parks will help improve and beautify our nation.

Jeri Winger
GFWC International
President

General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
(202)347-3168



GFWC THE ARTS DEPARTMENT

Mable M. Westbrook (Mrs. John)
GFWC Arts Chairman
Route 6, Box 344
Lenoir City, TN 37771
(615) 986-7247

Bev Rufener (Mrs. Ronald)
GFWC Junior Arts Chairman
1549 Summit Hills Drive
Cincinnati, OH 45230
(513) 474-2358

We invite you to **"GET TO THE 'ART' OF IT"** as we reflect upon the past, inspect the present and project for the future.

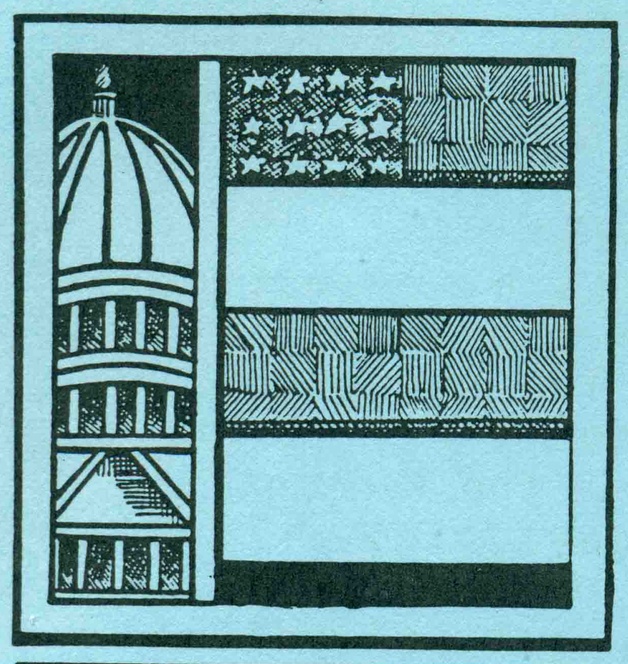
A new program will be **MUSEUM OUTREACH**. Clubs will work with local museums to develop slide/cassette shows on their local museums to show to shut-ins or others unable to visit to museums for any reason. The **ARTS FESTIVAL** continues as a Department Emphasis spanning creative, performing and visual arts competition on the local, district and state levels.

The concern of the Creative Arts Division will be to recreate the **ARTS** of pioneer women and to explore the creative heritage of state and international women. The creative writing competitions, the **GFWC Poetry Contest** and the **GFWC Short, Short Story Contest,** will continue.

"All the world is a stage". We are all performers striving for excellence. The **GFWC Arts Series** is designed to promote the performing arts while upgrading the local arts talent and equipment.

Jeri Winger
GFWC International
President

General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
(202)347-3168



GFWC PUBLIC AFFAIRS DEPARTMENT

Janean Jolly (Mrs. Hack)
GFWC Public Affairs
Department Chairman
Box 248
Lovell, WY 82431
(307) 548-7423

Sheila Williams
GFWC Junior Public Affairs
Department Chairman
295 South Price Street
Kingwood, WV 26537
(304) 329-0693 (H)
(304) 329-1155 (O)

"Public Awareness and Action"

"As new discoveries are made, new truths discovered and manner and opinions change, with the change of circumstances, institutions must advance to keep pace with the times."

Thomas Jefferson

During this administration the focus of the **Public Affairs Department** will be transforming the concerns relating to matters of public interest into club projects.

By studying issues, identifying problems, and devising practical action plans, clubs may improve the quality of life in their communities, states and the nation. They will be encouraged to coordinate their efforts with professionals and other civic groups involved in the department emphasis, and the three divisions: Citizenship, Crime Reduction and Safety.

Jeri Winger
GFWC International
President

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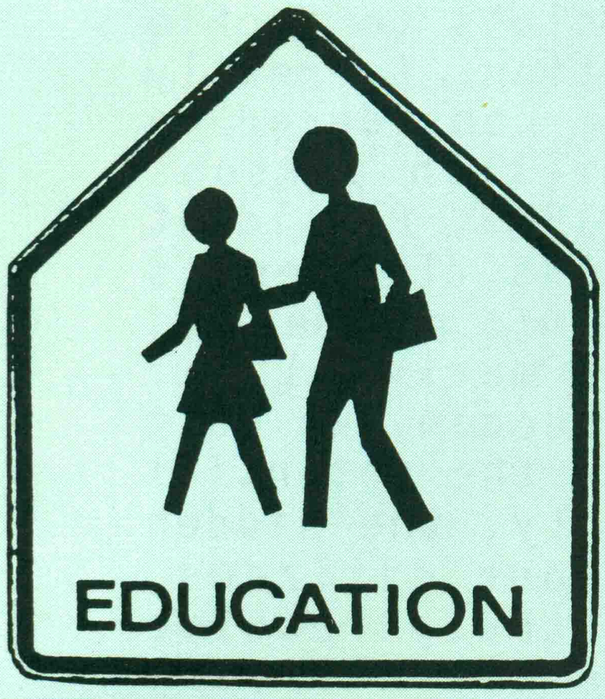

GFWC EDUCATION DEPARTMENT

Faye Z. Dissinger (Mrs. Floyd R.)
GFWC Education Department
Chairman
440 Ridge Lane
Springfield, PA 19064
(215) 543-1778

Cindy Rice (Mrs Steve)
GFWC Junior Education
Department Chairman
417 East North Street
Du Quoin, IL 62832
(618) 542-5227

EDUCATION . . . A Life-long Process!

The challenge we face as individuals in today's society is the degree to which we can understand and control the process of change in which we are involved. In the final analysis this depends on the quality of our education. The future of mankind depends on the number of educated and trained men and women equipped mentally, physically, and psychologically to meet the challenges of this swiftly changing world. Confucius once said, "Give a man a fish and he may eat for a day. Teach a man to fish and he may eat for the rest of his life". This short proverb expresses the importance of education as a tool of self-help and continuing self-improvement. GFWC members can be a positive force in providing opportunities for all people to be educated to face the challenges of our times through the GFWC Literacy and Learning Disabilities Projects, **Educational Enrichment, Leadership/Personal Development** and **Lifespan Learning Programs.** To achieve quality education, members of GFWC are encouraged to visit their local schools and universities, public and private, familiarize themselves with instructional programs and curriculum and become involved in the decision-making process.

Jeri Winger
GFWC International
President

General Federation of Women's Clubs
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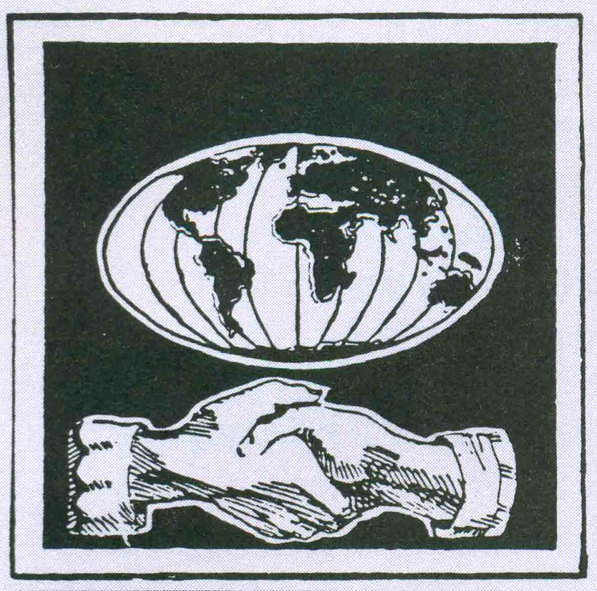
Washington, D.C. 20036
(202)347-3168



GFWC INTERNATIONAL AFFAIRS DEPARTMENT

Faye Davis
GFWC International Affairs Department Chairman
707 Haynes Street
Bristol, TN-VA 37620
(615) 968-1919 (H)
(615) 764-1122 (O)

Ann Sebastian (Mrs. Donald A.)
GFWC Junior International Affairs Department Chairman
10006 Portland Road
Silver Spring, MD 20901
(301) 681-6344

"PLAN A TOUR WITH INTERNATIONAL AFFAIRS IN 1984-1986"

Peace is a necessity for survival! The relationships that exist in our world neighborhood clearly show our interdependency on each other and the need of understanding our neighbors for human-/world survival. The International Affairs Department will offer exciting opportunities to travel via the International programs, to promote world peace through a better understanding of our global communities and to enhance our knowledge of the great possibilities for peace and cooperation that have not yet flowered. The benefit of our American Heritage stimulates our sense of responsibility to the International community of mankind. Our love of freedom and justice for all must be protected, not only for our own welfare, but for the generations to come. GFWC volunteers have proved there are no insurmountable tasks. The nuclear age in which we find ourselves points dramatically to the necessity of GFWC clubwomen becoming more aware and involved in the problems that confront our country and our world. We can use the impetus provided by our studies to serve as catalysts for world peace.

Jeri Winger
GFWC International President

General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
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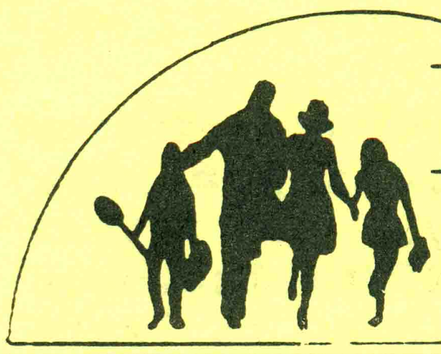


Family: Be In It!

GFWC HOME LIFE DEPARTMENT

Lucia Houlihan (Mrs. Edward F.)
GFWC Home Life
Department Chairman
P.O. Box 1133
Manchester Center, VT 05255
(802) 362-3627

Beth Roth (Mrs. Mark)
GFWC Junior Home Life
Department Chairman
10 Shannon Road
Salem, NH 03078
(603) 893-9260

The challenges of the **GFWC Home Life Department** continue to focus on priorities of family life. Today, sustaining family relationships in a positive and loving manner is of grave concern to the GFWC volunteer and we are taking positive action in affirming the importance of the family with exciting, challenging and dynamic programs.

The GFWC has, from its very inception, recognized the needs and concerns of family life. Our Special Emphasis for this administration is the most precious gift for the family, CHILDREN. GFWC clubs are encouraged to participate in the **GFWC/Health-Tex Inc. "Concern for Kids" Program.** This exciting awards program will recognize and honor organizations and individuals who have established innovative community programs to meet the needs of our most priceless resource, our children. THE FAMILY...BE IN IT!

Jeri Winger
GFWC International
President

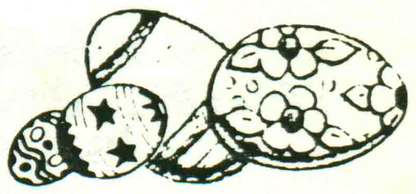
General Federation of Women's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
(202)347-3168

THE TORCH

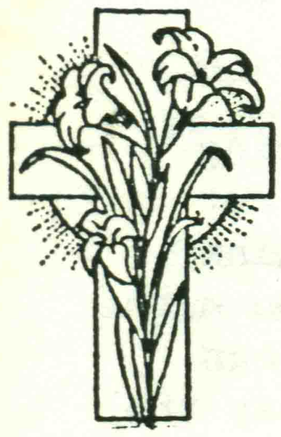
GFWC VERDUGO DISTRICT, CFWC

"WITH MEMORIES OF YESTERDAY AND DREAMS FOR TOMORROW" APRIL 1985

C A L E N D A R



April	7		Happy Easter!
	17	10:30 A.M.	Woman's Club of South Pasadena - Federation Day
	22	9:30 A.M.	Executive Committee Meeting - Woman's Club of So. Pasadena
	25	8-4:00	VERDUGO DISTRICT CONVENTION BROOKSIDE CLUBHOUSE
	26	11:00	Paris in the Spring Fashion Show - La Crescenta Woman's Club
	27	6:00 P.M.	Spring Dinner and Dance - Highland Park Ebell Club
May	2-5		CFWC CONVENTION - RED LION INN, SAN JOSE
	12		Happy Mother's Day!
	13	9:00 A.M.	Registration and Coffee Hour
		9:30 A.M.	Executive Board Meeting - Woman's Club of South Pasadena
		12:00 N.	Luncheon



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PRESIDENT'S MESSAGE

Convention is almost here - the big event we have been working toward all year, the climax of the clubyear when the hard work you have been doing will win recognition for your clubs. The engravers are working on the trophies, the District and State Membership Pins are ready, the 100% attendance awards are made up, and the certificates are being prepared by the various chairmen. Now, who will win them?

A new method of distributing the awards is being used this year which will lessen the confusion and speed up the process while still giving each winner due recognition. We think you will like it. Ring your bells, toot your horns, and clap and scream all you like when your club's name is read for an award. You have worked for this award and are entitled to show your pride and pleasure. This is no time for modest winners.

Remember Convention is for everyone - not just the delegates. An excellent way of getting your new members to be active, participating members is to have them come to convention and see the result of your and the other clubs' efforts. Conventions inspire enthusiasm for your own club as well as for Federation.

Breakfast will be an exciting opportunity to get to meet this year's Rose Queen who will be our speaker. The luncheon speaker, Ginger Bremberg, Glendale Councilwoman, is an exceptionally vibrant and popular speaker whom everyone will enjoy. You will enjoy the meals, too, and I promise no chicken!

So gather up your delegates and members and have a day of fun tooting your horn for Federation. See you at Brookside!

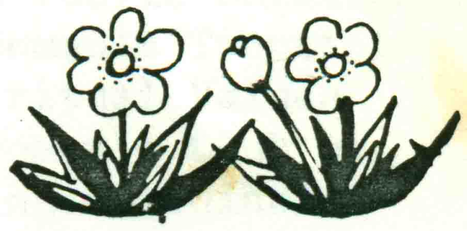
Bernice

THE TORCH

GFWC VERDUGO DISTRICT, CFWC

"WITH MEMORIES OF YESTERDAY AND DREAMS FOR TOMORROW" MAY 1985

CALENDAR



May	20	9:30 A.M.	Executive Committee Meeting
		12:30 P.M.	Post-Convention Committee Meeting Woman's Club of South Pasadena
	23	5:30 P.M.	Maytime Dinner Women's Twentieth Century Club of Eagle Rock
	28	10:30 A.M.	Alumnae of Verdugo District Board Luncheon Bolton Hall, 10110 Commerce Avenue, Tujunga
	30	11:00	Tour of Goodwill Industries Facilities
		12:00 Noon	Memories of Yesterday Fashion Show and Luncheon Goodwill Industries, 342 San Fernando Road, Los Angeles
June	2 - 6		General Federation of Women's Clubs Convention Houston, Texas
	2	3:30 P.M.	Walk for Mankind sponsored by Verdugo-Metropolitan Juniors Eisenhower Park, Second and Colorado, Arcadia
	10	9:00 A.M.	Registration and Coffee Hour
		9:30 A.M.	Executive Board Meeting/Luncheon/Card Party Woman's Club of South Pasadena
	14	12:00 Noon	Parliamentary Law Club of Glendale Reciprocity Day/Graduation/Installation of Officers Elks Lodge, 120 E. Colorado, Glendale

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PRESIDENT'S MESSAGE

How can I thank all of you enough for the beautiful District Convention? It took the cooperation and diligent work of many, many people to make it such a success. First, thanks go to the District Officers who have so faithfully and efficiently carried out their duties all year. The Convention Committee under the watchful eye of Jean Cutler did a superb job of making everything come together as it should and producing a smooth-running convention. The District Chairmen are to be commended for carrying on the work of their chairmanships so well all year, for reading the reports and selecting the winners. Alice White deserves a very special thank you for stepping in under most difficult circumstances and doing a super job. The Club Presidents were excellent in organizing their delegates, and their club reports were most interesting. But most of all I want to thank the members whose hard work within their clubs and whose dedication to the many worthwhile projects made all the reports and awards possible. Each member is an important part in the operation of a successful club and district. It is their hours and their dollars that all lumped together get the job done. Awards are not won by

GFWC VERDUGO DISTRICT CFWC

29th ANNUAL CONVENTION APRIL 25, 1985

CLUB AWARDS

ARTS DEPARTMENT

Creative Arts

Large Clubs First Place--Women's Twentieth Century Club of Eagle Rock
Second " --Sierra Madre Woman's Club

Medium Clubs Honorable Mention--Sunland Woman's Club

Small Clubs Honorable Mention--Highland Park Ebell Club

Creative Writing

Large Clubs First Place--Woman's Club of South Pasadena
Second Place--La Crescenta Woman's Club

Medium Clubs Honorable Mention--Woman's Club of Arcadia

Performing Arts-Music

Large Clubs First Place--Women's Twentieth Century Club of Eagle Rock
Second " --Woman's Club of South Pasadena
Honorable Mention--Sierra Madre Woman's Club

Medium Clubs Honorable Mention--Sunland Woman's Club

Small Clubs First Place--Altadena Woman's Club
Second " -- Highland Park Ebell

Performing Arts-Drama

Large Clubs First Place--Women's Twentieth Century Club of Eagle Rock
Second Place--La Crescenta Woman's Club

Visual Arts

Large Clubs First Place--Women's Twentieth Century Club of Eagle Rock
Second Place--Woman's Club of South Pasadena

CONSERVATION DEPARTMENT

Home & Community Beautification

Large Clubs First Place--Woman's Club of South Pasadena
Second Place--Women's Twentieth Century Club of Eagle Rock

Medium Clubs First Place--Sunland Woman's Club

Small Clubs First Place--Altadena Woman's Club
Second Place--Highland Park Ebell Club
Honorable Mention--Pasadena Woman's Club

LIST OF AVAILABLE MATERIALS

SUMMER 1984

The GFWC Materials Center is an invaluable resource for your club's programming needs. This list of Available Materials (LAM) can be used many times. Please use the order forms. Give full name and complete address including zip code. Materials will be sent by Third Class mail unless you request the additional first class or UPS shipment. Please allow four weeks for delivery. Make all checks payable to GFWC. Mail all orders to GFWC, ATT: Materials Center, 1734 N Street, N.W., Washington, D.C. 20036.
***One copy only**

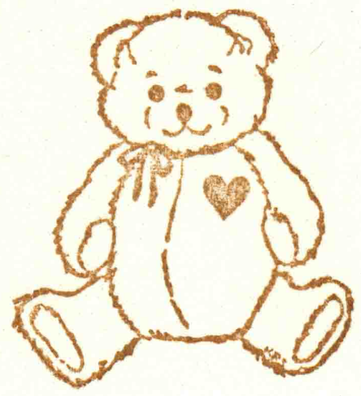
CODE	TITLE	GFWC FEDERATION BASICS	PRICE
001-000	GFWC Administration Book		$ 5.00
001-001	GFWC Administration Basics Section		1.00
001-002	GFWC Federation Packet: Constitution, By-laws, Standing Rules, Charter		2.50
001-003	GFWC Tax Exempt Status		.35
001-004	GFWC Profile (lots of five) 5 = .25 100 = 1.70 200 = 2.05 250 = 2.20 500 = 2.75		Free except postage and handling
001-006	GFWC Resolutions Book		2.00
001-008	GFWC Federation Quiz		.45
001-009	Capsule History of GFWC		.35
001-010	Capsule History of GFWC Emblem		.35
001-011	Capsule History of GFWC Headquarters		.45
001-012	Reporting Procedures (forms not incl.)		.35
001-013	The "How To" of GFWC Resolutions		.35
001-014	Model By-laws		.45
001-015	Balfour brochure: Catalog of GFWC jewelry, and assorted items		.25
001-016	GFWC postcard		.30
001-017	GFWC Logos, "camera-ready" sheet ($1.00 first, $ .15 additional)		1.00
001-018	GFWC President Guidelines		.45
001-019	GFWC Club Protocol & Procedures		.45
001-020	Fiftieth Anniversary Program		.35
001-021	Flag Etiquette		.70
001-022	A Guide for Treasurer		1.20
001-023	Initiation Ceremony		.35
001-024	GFWC Installation Services (6 different services)		1.50
001-025	Jennie June, skit		.90
001-026	Litany for clubwomen		.35
001-027	Mary Stewart's Collect—Program ideas and music		.75
001-028	Memorial Services		.75
001-029	Parliamentary Briefs		.75
001-030	Practical Program Planning		.75
001-031	GFWC Prayer Breakfast		1.25
001-032	Prayers, 1976 edition		1.75
001-033	Selected Prayers		.70
001-034	ROBERT'S RULES OF ORDER, 1970		8.50

CODE	TITLE	GFWC FEDERATION BASICS	PRICE
001-035	Suggested Charter Ceremony		.35
001-036	Suggested Federation Day Program		.35
001-037	Suggested Founder's Day Program		.35
001-038	Suggested Guidelines for Club Yearbooks		.35
001-039	Suggested Proclamation for Fed. Day		.35
001-040	How To Get Club Story Printed		.45
001-041	Let's Communicate—Improving Public Speaking Skills		.45
001-042	How To Study an Issue		.35
001-043	How To Conduct a Workshop		.45
001-044	GFWC CITATION AND CERTIFICATES 25th Anniversary Certificate 50th Anniversary Certificate 75th Anniversary Certificate Other Year Anniversary Certificate		First item—1.50, additional .25 each
001-045	GFWC Volunteer Emblem Pin		5.00
001-050	List of Available Materials		.25
001-053	Guidelines for Judging at State/District Level		.25

THE ARTS

015-001	GFWC The Arts Admin. Section		1.00
015-002	GFWC Short, Short Story Contest		.35
015-003	GFWC Poetry Contest		.45
015-004	GFWC/Bright of America Art Contest		*Free except postage
015-005	GFWC Binney & Smith "Arts in the Schools Contest"		.35
015-006	Nat. Art Education Assn.—selected mat'ls.		.35
015-007	Nat. Library Service for Blind and Physically Handicapped		.20
015-008	Storytelling Time		.75
015-009	Our Cultural Heritage in American Dress		.75
015-010	Hymn of the Month Program		.75
015-011	Keeping Christmas		.75
015-012	Unity in Diversity (song)		.75
015-013	The Last Seven Days, Easter Pageant		.75
015-014	Martha Washington, Skit		.75
015-015	Abigail Adams, Skit		.75
015-016	Julia Ward Howe, Skit		.75
015-107	GFWC Christmas Candle Program		.75
015-018	GFWC Arts Festival Guideline		1.40

Arcadia Junior Woman's Club
Federation Meeting June 12, 1985
AGENDA



Call to Order

Inspiration: Susie

Welcome

Introductions

Program

Dessert

Reconvene

Federation Raffle: Kathy Nichols

Roll: Pat

Minutes

Treasurer: Gail

Correspondence: Mary

Officer's Reports:

President:
Places attended
District Board Meeting report
Special introduction
Reintroduction of head table officers

Parliamentarian: Adrienne

I move we select Sue Shaw and Jackie Cooley as delegates to Verdugo-Metropolitan District with _____ and _____ as alternates.

Dean: Jackie (see attached)

Ways and Means: Susie and Kathie Hase

Tupperware Party results
Art Auction
Casino Night workshop

Federation: Kathy Nichols

I move the Arcadia Juniors support sister clubs within our district by collecting needed items for them.

I move the Arcadia Juniors participate in the Mira Mesa Junior Woman's Club Pen Pal program on an individual basis.

Raffle drawing

Recognition of pastpresidents (Sue)

Membership: Pat

Plant raffle reminder
Names for summer swims, etc.

Bowling-Kathie H.
Amenities-Kathi S.
Hospitality-Gail
Secret Sister-Linda

Social: Peggy

I move the Arcadia Juniors have a family bar-b-que on August 24th at 5:00 P.M.

Coordinator: Sue Newton

Unfinished Business: Approval of minutes

Mary- Yearbook distribution

Bulletin items due

New Business: Marcia- Husband's Night is September 21st

Check requests

Dates to Remember:

June 14 - Art Auction, Clubhouse, 7:00 P.M.
15 - "A Taste of Arcadia", S.A. Fashion Park 7:30 P.M.
16 - HAPPY FATHER'S DAY
19 - Hug-A-Tree program, Clubhouse, 7:00 P.M.
20 - Cakes to Camp Afflerbaugh
26 - Summer Swim, Adrienne's, 12:00-4:00
July 2 - Tray Favor Workshop, Linda's, 9:30 A.M.
3 - Chalk-In, 2:00 P.M.
4 - INDEPENDENCE DAY
11 - Pet Show, Eisenhower Park, 6:00 P.M.
17 - Open Board Meeting, Kathie H.,7:30 P.M.
18 - Baby Show, County Park, 7:30 P.M.
- Cakes to Camp Afflerbaugh
20 - District Social, Deanna's, 7:00 P.M.

Closing Thought

Adjournment

VERDUGO DISTRICT #16

California Federation of Women's Clubs

Member of General Federation of Women's Clubs

ORGANIZED JANUARY 18, 1900 • 85,000 MEMBERS • 835 CLUBS

[redacted]5

July 7,1984

Dear Club President,

You are invited to my house on July 19th at 10:00 A.M. for luncheon and Presidents' Orientation. This is a very important meeting for both newly elected Presidents and those serving their second year. You will be receiving much information to take back to your club, as well as help in making your term as President easier and more successful.

As you start a new club year and I a new District year, there is much we can do together to make it better, easier, and more productive for all of us. I am eager to hear any ideas, suggestions and requests you might have for the District.

If you have not yet turned in the requested information regarding your club officers and chairmen, please bring those sheets with you. Also, if any of your officers or members want to send their subscriptions for The Torch and GFWC and CFWC Clubwoman with you, there will be someone here to take them. All of these are very necessary tools for the informed clubwoman. As Club President, you will be sent the GFWC Clubwoman free.

It was necessary to change the date of this meeting because I will be entering the hospital for surgery the following week.

This is a most important meeting, and I urge everyone to come. Please let me know by July 16th. My number is [redacted]

Yours in Federation,

Bernice Lucas

Mail her a get well card

Bernice Lucas, President

(714) [redacted]

If you take the 210 Freeway, get off at Harvey Drive and turn south (downhill). Cross Wilson and continue around the curve to your right to Verdugo Blvd. Turn left, cross Colorado and turn left at Rock Glen. My house is on [redacted]ner [redacted]t [redacted]e.

Presidents' Orientation
July 19, 1984

FOLLOW THE LEADER

To be an effective leader, you must be a good follower - of instructions, rules, rituals, etc., and have the ability to communicate the importance of what you are doing to others.

A good leader knows the duties of her office, and the bylaws and rules of her organization.

She learns and uses proper terminology, thereby educating and encouraging the other members to do likewise.

She trains herself to speak clearly; to project her voice; to communicate in clear and concise terms; and to avoid cliches and the repetitious use of the pronoun "I".

She is always on time, and starts meetings at the stated time.

She is prepared with a complete agenda for every meeting.

She recognizes the importance of an Annual Calendar or Master Agenda for the organization, and supplies copies to all officers and chairmen.

She expedities the transaction of business in an orderly manner, and observes and enforces the rules of order and procedure.

She maintains impartiality by her attitude, her facial expression, her voice and her words.

She never exceeds the authority granted to her in the bylaws or by the vote of the assembly.

She guides and directs, but does not impose her will on others.

She guides and protects the rights of all members -- the majority, the minority, and the absentees.

She knows how to allocate responsibility, and she remembers her responsibility for her appointees.

She sets an example for the other members by her actions, her deportment, her speech, her grooming and her dress.

She earns cooperation and support by reciprocating.

She establishes a sense of responsibility and respect in others by practicing these traits herself.

She knows that the most valuable asset of an organization is PEOPLE; that executive action is carried by PEOPLE; that three-fourths of her time is spent working with PEOPLE; so she cultivates an interest in PEOPLE. As Dale Carnegie says: "You can make more friends in two months by becoming interested in others than you can in two years trying to get others interested in you."

She cheerfully accepts and benefits from constructive criticism. She takes everything seriously, but nothing personally.

She honors her commitments, and remains steadfast in pursuit of the goals and aims of her organization.

She weeds out the unnecessary; eliminates time wasters; concentrates on essentials; and simplifies the task wherever possible.

Presidents' Orientation
July 19, 1984

THINGS EVERY PRESIDENT NEEDS TO KNOW

RECIPROCITY - FEDERATION DAYS

1. Clear club date of event with District Itinerary Chairman by letter.
2. Once date is cleared for a Reciprocity, at least one month prior to date of event:
   a. The Club President should send a written invitation to the District President.
   b. The Corresponding Secretary should send a written invitation to each Club President.
   c. Give name, address and phone number of person to receive replies.
   d. State deadline for reply.
3. For a Federation Day:
   a. The Club President sends a written invitation to the District President.
   b. The Corresponding Secretary sends an invitation to each District Officer.
4. For a combined Reciprocity and Federation Day:
   a. The Club President sends an invitation to the District President.
   b. The Corresponding Secretary sends invitations to each District Officer and the Presidents of the 17 other clubs.
5. As a Club President, attend all Reciprocity and Federation Days if possible.
6. Accept or reject invitations immediately. Not doing so is a discourtesy.
7. Do not send a substitute or take a guest unless invited to do so.
8. After the event, send a thank you without delay to the hostess Club President.
9. Give attention to appearance, grooming and conduct.
10. Represent your club proudly.

COURTESIES

1. Provide a parking space for invited guests and/or speakers.
2. Give guests an opportunity to refresh themselves.
3. Present all guests to the Club President.
4. Escort invited guests to their seats and provide a hostess.
5. Hostess should escort guests or speaker to the door when they leave.
6. If event includes a meal, place a complimentary ticket at the proper place before the meal.

INVITATIONS TO STATE OFFICERS AND CHAIRMEN

1. The Club President writes directly to the State President. If she is being invited to speak, also ask the District President to attend. The District President acts as her official hostess for the time she is in the District.
2. If a club wishes a State Officer orChairman as a speaker, a letter of request is made to the District Itinerary Chairman giving date, time of event, location, and desired topic.
3. Allow 30 minutes for each of above speakers, this to include questions.
4. Once calendar date is cleared, you will receive from the State Itinerary Chairman a "Travel Request Form" which is to be filled out.
5. Contact speaker again a week before event to be certain all is in order.
6. The President must sign the Itinerary Form so the speaker can receive travel expenses from the State Treasurer.

RANK OF SEATING

1. The State President is seated to the immediate right of the Club President when she is a club guest.
2. The District President is seated to the right of the State President. If no State President present, the District President sits to the right of the Club President.

3. The District President, in her own District, ranks above other District Officers and Chairmen and State Officers and Chairmen. Seat her to the immediate right of the Club President.
4. Club Presidents outrank District Chairmen.

HOSTESS CLUB FOR DISTRICT EVENTS.

1. No rental is assessed District if clubhouse is offered for special event.
2. Tables and seating should be arranged as requested by chairman of event.
3. Head table should have a "skirt."
4. Flag, piano, microphones, head table, if requested, should be set, in place and functional.
5. Clubhouse should be opened at least one-half hour before scheduled meeting to allow time to check all arrangements for event.

INSTALLATIONS

1. After selecting an installing officer:
   a. Send a complete list of those to be installed plus office they will hold.
   b. Each club should budget an amount for installation expense.
   c. Inform installing officer what amount is available, if needed.

NOTE

An important tool for every Club President is the CFWC publication Amenities, Protocol and Ethics. In it you will find the above matter treated in more detail as well as much more helpful and important information.

DO'S AND DO NOT'S FOR PRESIDENTS

DO prepare an "Order of Business" for every meeting. Think through carefully the business to be considered.
DO NOT come to the meeting unprepared with only excuses to offer.

DO open the meeting on time.
DO NOT allow more than a ten-minute grace period.

DO have a gavel, but use it sparingly, especially when opening a meeting. Usually one light tap is enough.
DO NOT pound the gavel for order, but obtain silence by your own dignity and composure, or by saying, "The Chair is waiting for the members to come to order." The gavel is not tapped following motions or orders of business.

DO stand while presiding, to state a motion, to take a vote, and to announce the vote.
DO NOT stand during the reading of the minutes, the financial report or other reports.

DO follow the authority a President has as delegated by the organization or stated in the bylaws. Follow them - they cannot be suspended - even for you.
DO NOT overstep the authority of a President to make decisions which are the prerogative of the organization.

DO speak of yourself in the third person or as "the Chair."
DO NOT say I-I-I, etc.

DO remain in the chair at all times except when you wish to speak to a motion or the question is of a personal significance.
DO NOT speak to the question while in the chair.

DO keep discussion to the pending question.
DO NOT allow remarks that are not germane to the question.

DO be objective, impersonal, courteous and pleasant while presiding.
DO NOT indicate your feelings, or the assembly might know your opinion on the question.

DO vote only when voting is by ballot or when the result will be affected, as to make or break a tie.
DO NOT vote when the voting is by viva voce as this will reveal your opinion.

DO repeat a motion clearly and distinctly, after it has been made and seconded, changing the wording if necessary with permission of the maker.
DO NOT say "You have heard the motion," and call for a vote.

DO say "Those in favor say Aye," when calling for an affirmative vote.
DO NOT say "vote by the usual sign."

DO say "Those opposed," when calling for a negative vote.
DO NOT say "All those to the contrary."

DO announce the vote, saying, "The Ayes (or Noes) have it, the motion is carried (or lost) and we will . . . . . "
DO NOT assume that everyone heard and knows the result of the vote. The process is not legal until all eight steps for presenting a main motion is completed. ANNOUNCE THE VOTE!

DO help a member to reword a motion improperly made so that it will become acceptable.
DO NOT declare a member out of order; rather say "The motion is out of order."

DO present the Program Chairman who will introduce the program.
DO NOT "turn the meeting over to the program chairman."

DO appoint a qualified person as Parliamentarian. Consult her as often as needed.
DO NOT reappoint the same person over and over.

DO keep meetings friendly with as many member as possible participating. Keep meetings formal but relaxed.
DO NOT create a cold, stiff atmosphere when conducting a meeting if you wish to maintain interest.

DO learn to laugh at yourself and your mistakes. Enjoy the experience. Though tough at times, it is a high privilege to serve as President of an organization.
DO NOT allow small details or criticism to be upsetting.

Amenities, Protocol and Training Guide, CFWC
Mrs. Fred White (Alice), Parliamentarian, 11/83

WHAT DO THE LETTERS IN THE WORD "PRESIDENTS" STAND FOR?

P is for - PROMOTION of programs,projects, and policies.

R is for - RESPONSIBILITY for the interests of the club and the members.

E is for - ESTABLISHING lines of communication with the members, with District, State and General Federation Chairmen and Officers.

S is for - SEEKING OUT LEADERSHIP potentials of each member.

I is for - INTERPRETATION of materials and directives which come to the President's desk, dissemination of information, action upon issues.

D is for - DETERMINATION to excel, as an individual, as an officer, and as a member.

E is for - ENTHUSIASM to sell the idea of increased membership to present potential members.

N is for - NEVER giving up when a program or project is undertaken,
NEVER discouraging innovations in club ideas or procedure,
NEVER to be a "one woman" show.

T is for - THANK YOUS to each participant in any of the routine services in the club as well as for participation in special events.

S is for - SHARING with the members all of the information and opportunities which may come your way.

As printed in:

1970 AMENITIES, PROTOCOL, AND TRAINING GUIDE
California Federation of Women's Clubs

SOME BASIC DO'S

DO type on one side of 8½ x 11 paper, double space, and use wide margins.

DO leave two inches at top for editor's notations.

DO release major stories to all news media simultaneously, giving the same release date if one has been set.

DO give name, address and phone number with area code of Public Relations/ Communications Chairman.

DO stress accuracy, brevity, clarity in the rules of the SW's -- Who, What, Where, When and Why.

DO send only the original typescript of the realease. NEVER send a carbon copy.

DO keep a file of club press releases.

DO include actual dates in your story (DAY and the DATE).

DO number your pages and clip them together. DO NOT staple.

DO write out your organization's name in full (GFWC Sunshine Club).

DO write your story in the third person.

DO notify the editor immediately in case of a change of speaker, or if meeting or event has been concelled.

SOME BASIC DON'TS

DON'T ask any editor how to be a Press Chairman - it's your job to find out.

DON'T send any stories in your own handwriting.

DON'T express yourself in flowery letters, home stories, going over-board on details.

DON'T oversell, overpublicize, overdo, overwhelm.

DON'T express your own opinions in your copy.

DON'T shed tears or argue if your story is not used.

DON'T ask to be notified when or if your story will be run.

DON'T pressure the editor through another person.

DON'T phone your stories to the newspapers.

DON'T mention prizes, ticket or raffle prizes.

DON'T forget to have your organization send "thank you" letters at the close of the club year.

Margaret Lewis
Public Relation/Communications Chairman

The Chair and the Agenda--A Sample Agenda

1. Call to Order
   "The meeting will come to order." The presiding officer stands, taps the gavel once, waits until members are quiet, then calls the meeting to order.

2. Opening Ceremonies (optional)
   "Please Rise. The invocation will be given by..... Please remain standing for the Pledge of Allegiance to the Flag of the United States of America, to be led by....."

3. Minutes
   "The Secretary will read the minutes of the previous meeting of....." The chair sits while the minutes are read.
   "Are there any corrections?" (Pause)
   If no corrections are made: "The minutes are approved as read."
   If corrections are made: "The Secretary will make the corrections...the minutes are approved as corrected."

4. Report of the Treasurer
   "The Treasurer will read the Financial Report." following the reading of the report, "This report will be placed on file." No action by the assembly is required. The report of the Treasurer is not adopted.
   When the Auditors Report is due, it is adopted by the assembly.

   Bills may be presented at this time. The assembly must move to pay the bills.

5. Correspondance may be read at this time or under New Business. Correspondance requiring action should be read under New Business.

6. Report of Officers
   Chair calls on the Officers in the order in which they are listed in the club yearbook.

   The Chair sits while the reports are given.

7. Report of the Board(Executive Committee)
   This report usually consists of recommendations.
   The secretary reads the recommendations:" The executive committee recommends the adoption of the following motion.....I move the adoption of this motion(or) Madam president, by direction of the executive committee I move the adoption of this motion."
   Chair states:"The question is on the adoption of the motion to....., is there any discussion?
   All those in favor of the motion to....., say aye----------All those opposed say no.....
   (depending on the result) The ayes have it the motion is carried and we will....." (or)"The noes have it the motion is lost and we will not....."

2. Sample Agenda

8. Reports of Standing Committees

"The next order of business is hearing Committee Reports." Chairman of Committee does the reporting. Adoption of motions included in the report is moved by the reporting member.

No action is taken on reports which contain only information. They are just noted in the minutes.

9. Reports of Special Committees

"The next order of business is hearing reports of Special Committees"

"The.....Committee will present its report." The chairman of the committee moves the adoption of motions or resolutions included in the report.

10. Unfinished Business

The Chair does not announce 'unfinished business' unless the minutes show that there is some business to be considered. This might be a resolution or a question which was postponed to this meeting, or a motion which was pending at the time the previous meeting was adjourned.

11. New Business

"Is there any New Business?" Members can introduce new items of business.

12. Program

"The program will be presented by the program Chairman, ----------."

13. Announcements

"The Chair has the following announcements....."

"Are there further announcements?"

14. Adjournment

"If there is no further business the meeting will adjourn.....The meeting is adjourned."

No motion from the assembly is needed to adjourn a meeting when there is no further business.

WORKSHOP ON PARLIAMENTARY LAW

I. The five underlying principles of parliamentary law are:
   A. Justice and equality to all
   B. Courtesy to all
   C. One thing at a time
   D. The will of the majority
   E. The right of the minority to be heard

II. The presiding officer
   A. Stands
   B. Does not express her own opinions
   C. Does not argue with members
   D. Has only one way to enter discussion
      1. Gives chair to vice president
      2. Does not resume chair until matter has been concluded

III. The eight steps in putting a motion through the assembly
   A. Rise and address the chair
   B. Receive recognition
   C. Make the motion
   D. Second the motion
   E. State the motion
   F. Discussion or debate
   G. Put the question to vote
   H. Announce the vote and result

IV. Recommendations from the board
   A. Recording secretary moves adoption after reading recommendation
   B. No second needed
   C. Acted upon in same manner as any motion

V. Four ways to amend a main motion
   A. Insert or add words
   B. Strike out words
   C. Strike out and insert words
   D. Substitute one paragraph or resolution for another

Presidents' Orientation
July 19, 1984

Board of Directors

Women's Club of Arcadia

Nominating Committee

1985

Nominating Committee:

Joyce Raehal - Chairman

Ginger Thirlaway

Yvette Shannon

Pearl Richards

Frances Burnett, Alternate

Nominations:

President: Yvette Shannon

1st vice Pres: Pat Bowman

2nd vice Pres: Rental Chairman, LaVerne Milam

3rd vice Pres: Program Chairman, Joyce Raehal

4th Vice Pres: Ways & Means, Ruth Hawkins

Recording Secretary: Vi Clayton

Corresponding Secty: Joyce Raehal

Federation Chairman: Alice Del Rey

Senior Trustee: Wilma Johnson

Senior Trustee: Open Dorothy Hay

Treasurer: Open CPA

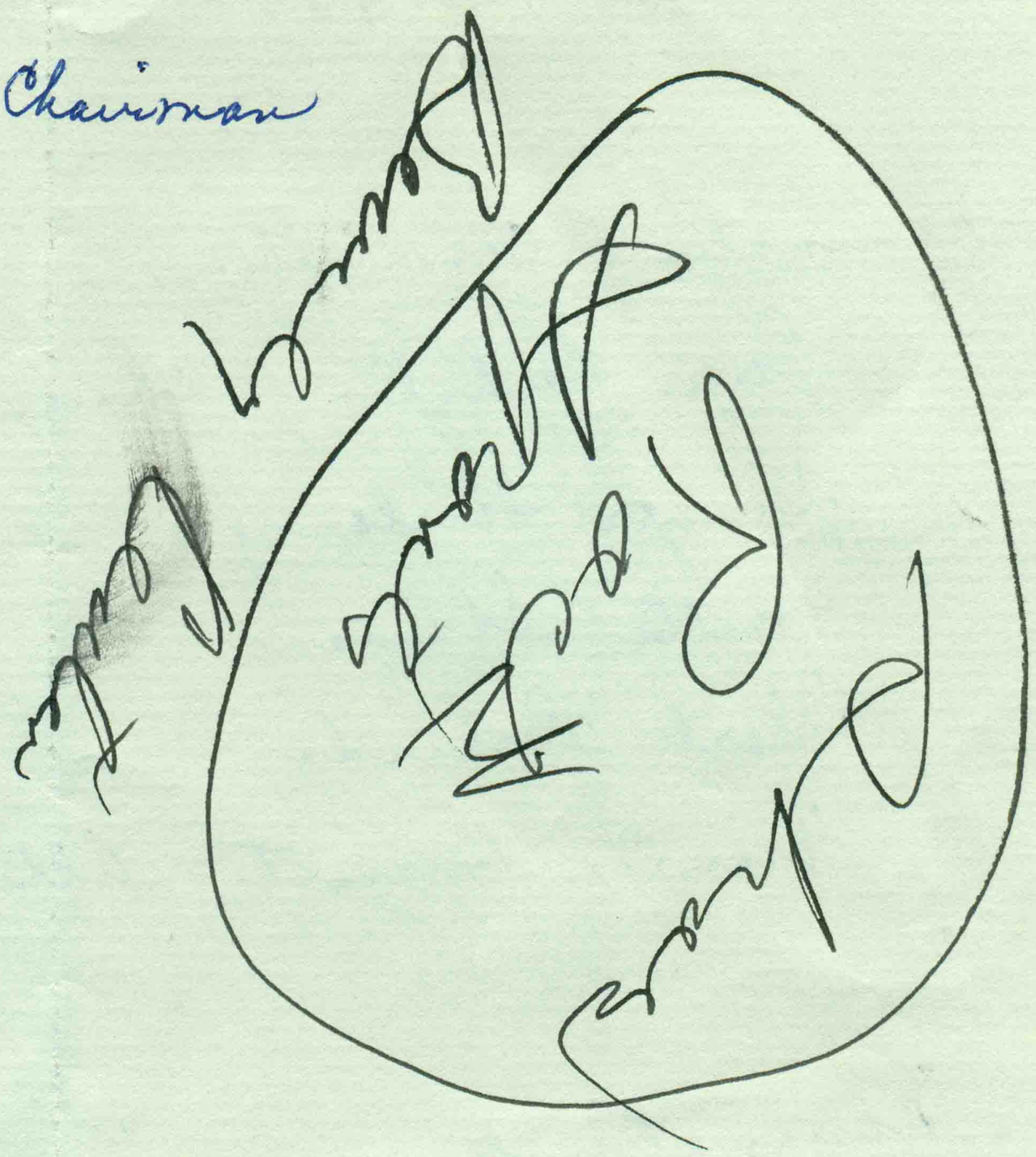
(over)

Carefully submitted,

Joyce Rochel

Nominating Committee Chairman

March 25, 1985



11 elected
4 appointed

BOARD OF DIRECTORS

(11) ELECTED BOARD OF DIRECTORS OFFICERS (Art. VI)

1984 - 85

		Duties
President	Alice Del Rey	1. Take charge [illegible]
Vice Pres. (First)	Pat Bowman	1. Take charge in absence of Pres. 2. Member of Resolutions Committee 3. Responsible for securing necesssary city permits for all club activities
Second Vice Pres. (Rental Chairman)	La Verne Milam	1. Manages rentals 2. Member of House Committee 3. On Finance & Budget Committee 4. Keys fo Clubhouse, kitchen cupboards and 1 storeroom
Third Vice Pres. (Program)	Willo Shepas	1. Secures Programs for monthly mtgs. 2. On Finance & Budget Committee
Fourth Vice Pres. (Ways & Means)	Chris Mallon	1. Fund raiser, with board approval 2. On Finance & Budget Committee
Recording Secy.	Vi Clayton	1. Keeps min. of monthly club mts. & board mts. (copies to Pres.) 2. Keeps records & papers of the club
Correspondence Secy.	Joyce Roehrl	1. Conduct club correspondence
Treasurer	Maryellen Galuchie	1. Custody of all Club funds 2. Send out notices of dues in June 3. Chairman of Finance & Budget Com. 4. Keep record of paid members 5. Shall have copy of rental shecdules and current renters.
Sr. Trustee	Helen Hansen	1. Chairman of House Committee 2. Member Finance & Budget Committee 3. Automatic member of Club Prop. Com. 4. Responsible for repairs & replacements with Board approval 5. Have set of keys to Clubhouse, cupboards, & storerooms 6. Assist with inventory 7. Responsible for any property, equip., used for Club functions
Jr. Trustee	Wilma Johnson	1. Shairman of Inventory 2. Clubhouse grounds 3. Member House Committee 4. On Finance and Budget Committee
Fed. Secy.	Yvette Shannon	1. Attend District Mtgs. & report to Cl

Art. VII Election of Officers (11bd. members in March); (Art. X, Sec.6 Club Prop. at Instal.

1. At regular business mtg. in January, Nominations & Elections Com. elected
2. In March " " " , Nominations Chm. submits slate
3. In April " " " , Nominations Com. conducts election of above

BOARD OF DIRECTORS

(4) APPROINTED BOARD OF DIRECTORS OFFICERS (Art. VI)

		Duties
Parliamentarian	Barbara Regan	1. Takes care of Parl. Procedures at business & board meetings 2. Calls first meeting of the Nominations and Elections Committee to inform them of duties and have them elect Chairman 2. After appointment by Pres., becomes member of board
Jr. Coordinator	Sue Newton	1. After appointment, becomes member of Bd.
Assoc. Coordinator		1. Assist Jr. Coordinator
Membership Chairman	Le Verne Milam	1. Promotes new members 2. In charge of annual Membership function (Tea, coffee, or?) in September

(Art. X) STANDING COMMITTEES (Requirements)

(1) Amenities & Courtesy (Sec. 3)

(2) Civic (Sec. 4)

(3) Club Calendar (Sec. 5)

(4) Club Property (Sec. 6)
Two Past Presidents (1 for 2 years)
Two Members at Large (1 for 2 yrs.)
Sr. Trustee

(5) Decorations (Sec. 8)

(6) Dining Room

(7) Door (Sec. 9)

(8) Finance & Budget
Treas. (Chairman) (Sec. 10)
Program Chairman (Third Vice Pres.)
Ways & Means Chairman (Fourth Vice Pres.)
Sr. Trustee
Jr. Trustee
Pres. Ex Officio
Rentals Chairman (Second Vice Pres.)

(9) Historian (Sec. 11)

(10) Hospitality (Sec. 12)

(11) House (Sec. 13)
Sr. Trustee
Jr. Trustee
Rental Chairman (Second Vice Pres.)

(12) Membership (Sec. 14)

(13) Philanthrophy & Cultural (Sec. 15)
Ways & Means Chairman (Automatically) - Fourth Vice Pres.
Chairman & 2 members at large appointed by the Pres.
Chairman of Literature Division
Chairman of International Division

(14) Press & Publicity (Sec. 16)

(15) Program (Sec. 17)

(16) Reservations (Sec. 18)

(17) Resolutions & Revisions (Sec. 19)
Parliamentarian automatically
First Vice Pres.
Legislation Chairman
2 other members

(18) Tickets (Sec. 20)

(19) Ways & Means (Sec. 21)
Fourth Vice Pres. Chairman

(20) Year Book (Sec. 22)
Chairman & Committee

STANDING COMMITTEEES (Art. X)

1.	Amenities & Courtesy	Rose Lane
2.	Civic	?
3.	Club Calendar (Bulletin)	Yvette Shannon (?)
4.	Club Property (Art. X, Sec. 6)	Shirley Lind (Past Pres.) Lou Milner (Past Pres.) Harriet Patterson (Member at Large) Jean Carson (Member at Large)
5.	Decorations	Bernie Mitchum Frances Burnett
6.	Dining Room	?
7.	Door & Tickets	Rose Lane Okie Goodman
8.	Finance & Budget	Maryellen Galuchie, (Treas.Chairman) Willo Shepas (Program) Chris Mallon (Ways & Means) Helen Hansen (Sr. Trustee) Wilma Johnson (Jr. Trustee) Alice Del Rey (Pres. Ex Officio)
9.	Historian	Barbara Regan
10.	Hospitality	Pearl Richards
11.	House	Helen Hansen (Sr. Trustee) Wilma Johnson (Jr. Trustee) La Verne Milam (Rental Chairman)
12.	Membership	La Verne Milam Frances Burnett Pearl Richards
13.	Philanthrophy & Cultural	Chris Mallon (Chairman Ways & Means) Helen Hansen (Chair. Lit. Div.) Harriet Patterson (Chair. Intl. Div.) * plus two members at large appointed by Pres. (Art. X, Sec. 15)
14.	Press & Publicity	Mildred Kennett
15.	Program	Willo Shepas La Verne Milam Yvette Shannon Alice Del Rey (P res. Ex Officio
16.	Reservations	Rose Lane

17. Resolutions & Revisions — Barbara Regan (Parliamentarian) Automatice member per Art. IX, Sec. 12

Pat Bowman (First Vice Pres.) Automatic member per Art. IX, Sec.12)

? (Revisions Chairman) Automatic member per Art. IX, Sec. 12 To be appointed by Pres.

18. Tickets — Rose Lane

19. Ways & Means — Chris Mellon (Chairman)

20. Year Book — La Verne Wilson

Bridgefest	Pat Bowman (Chairman) Joyce Roehrl (Assist.)
Historian	Barbara Regan
Door Tickets (Main Club)	Rose Lane Okie Goodman
Amenities (Main Club)	Rose Lane
President's Book	Rose Lane
Spiritual Chairman	Madylyn Thompson
Health Chairman	La Verne Milam
Hostess (Hospitality)	Pearl Richards
School Priorties & Scholarships	Barbara Regan
Decorations (Main Club)	Bernie Mitchum Frances Burnett

KEYS (Art. IX, Sec. 3)

Pres.	Alice Del Rey		All keys
Rental Chairman	La Verne Milam		Clubhouse Door, Kitchen Cupboards (small locks) Floor Table Cupboards Storeroom with Bridge Supplies & Good Card Tables
Sr. Trustee	Helen Hansen		Club House
Jr. Trustee	Wilma Johnson		Club House
Custodian	P aul Geiser	(357-0237	All keys
Ways & Means	Chris Mallon		Clubhouse Door Kitchen Cupboards (small locks) Floor Table Cupboards

RENTALS

Minutes

1983-84 Budget

Treasurer

Treasurer Report
Year-end

News
Members

1964-65
Inventory

WOMAN'S CLUB OF ARCADIA

1984-1985 INVENTORY

Junior Trustee: Pat Bowman

Committee: Jean Carson & Irmgard Schramm

1984 Inventory

Foyer

Drapes over all windows
Venetian Blinds
Carpet
3 large davenports
3 table lamps
2 floor lamps
1 square commode table
1 green table
1 mahogeny desk - glass top
1. trophy case - Jr. & Sr. Awards & club pin of Jessie Stewart
2 peach blosson plaques
My daily Desire (framed)
Framed Charter of CJ-WC Federation
Plaque from Ferderation
Plaque from City of Arcadia
4 candlestick holders
8 pictures
2 air conditioners
In drawers - notice of how many people allowed in building,
in long drawer
1 fire screen
2 vases in niches
3 lights in ceiling.

Dressing Room

1 table lamp
Circuit (electric panel)
2 wastebaskets
1 long glass
1 mirror
1 towel holder
1 seat dispenser
1 other dispenser
bowl & cabinet & toilet

Credenza

Odd guest book

1 new one (1979) Emblem for Year Book

2 new press books (Mary K 1979)

Awards in credenza

Better Community Jrs.

Stage

1 baby grand piano

1 piano bench

2 large fans

2 flags and stands (U.S. and California)

1 public address system (makes instage dressing room)

3 grey metal chairs - 1 broker

Stage dressing room

2 large mirrors with lights

1 wastebasket

1 bench -5 feet

2 PA speakers

1 podium

2 20-inch fans

1 brown chair with foot rest

Stage restroom

1 wastebasket

1 mirror

Supply Room

2 dust mops

1 floor polisher, electric

3 step ladders, 2ft, 8ft. and 16ft.

1 vacuum cleaner with 50ft extension cord - extra belts

1 mop scrub bucket with dolly

1 shovel

1 stool

1 broom

1 metal tub

4 large card tables (all damaged)

1 hand hedge trimmer

Note: Altar 7 several podium are property of Royal Neighbors

Power room off kitchen

1 waste basket

Kitchen

2 plastic lace table cloths

3 pink table cloths

7 white sheets

Dishes

292 dinner plates

225 salad plates

91 saucers

132 small plates

136 cups

Dishes: Miscellaneous - club use only

9 creamers

10 sugar bowls +3

24 salt shakers

22 pepper shakers

3 green pottery water pitchers

128 water glasses

1 glass pitcher

12 tea warmers

80 sherbets

1 Wesford punch bowl - large

1 Yorktown punch bowl - small

2 punch ladles

51 misc. punch cups

9 glass tea pots

7 gold thermos coffe pots

15 glass plates

Silver flatware: good

119 dinner forks

139 salad forks

175 knives

153 spoons

5 serving spoons

In upper right kitchen cupboard - locked

2 sugar bowls (one with lid

2 creamers

2 small candle holders (from Ganther - sterling)
1 tall compote
2 Wallace candy dishes
1 silver tray (Greenway)
1 silver tray (Rothenberger)
1 round tray with 2 handles
1 large rectangular tray with handles
1 cover for urn that is in upper kitchen cupboard
3 18 inch trays
3 coffee pots
1 teapot
2 coffee pots

Miscellaneous

29 ash trays
1 measuring cup
13 potholders & 2 mits
1 hand can opener
5 racks for dish washer
1 90 cup coffeemaker (lower closet)
1 electric hand mixer
1 electric wall clock
1 no parking sign
2 large stainless steel serving carts
1 small stainless steel serving cart
1 electric can opener
Christmas tree ornaments (2 bags)
2 strings of ligths
Foyer drapes cleaned (1982)
9 green vases

Solarium

1 Westinghouse refrigerator
1 picture
1 Howard refrigerator

Chairs

62 green leather - 2 broken
56 brown plastic
50 tan metal
72 brown - 3 broken

6 miscellaneous

Tables

23 tables long

15 regular card tables - good condition

6 large card tables - good condition

13 card tables - old

dishwasher - should be pulled.

stove & range?

plumbing try?

window in kit around
back up
above counter & entry

baseboard - bleeding through
right by fireplace

windows in front

entry

65th Anniversary Scroll

Presented to the

GFWC Woman's Club of Arcadia

by the

California Federation of Women's Clubs

In recognition of distinguished service to the community

May 13, 1985
Date of Presentation

Pat Boone
President, California Federation of Women's Clubs

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

The Women's Club of Arcadia

in recognition of Outstanding Achievement in

Int'l Policy, Hospitality & Project Concern

Mrs. Frances Burnett, Division Chairman

Mrs. Lyle W. Kellogg
DISTRICT CHAIRMAN

Mrs. Thomas Lewis
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Historian

La Verne Milan, Chairman

no Chairman
DISTRICT CHAIRMAN

Mrs. Thomas Lewis
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Mrs. Shirley Lind

in recognition of Outstanding Achievement in

Presidents Special Report

Woman's Club of Arcadia

Mrs. Thomas Lewis

DISTRICT CHAIRMAN

PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Literature and Creative Writing

Mrs. William A. Fogwell, Chairman

No Chairman
DISTRICT CHAIRMAN

Mrs. Thomas Lewis
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Membership

Mrs Frances Burnett - Chairman

Bessie Lucas
DISTRICT CHAIRMAN

Mrs. Thomas Lewis
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

The Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Literature and Creative Writing

Mrs. William A. Zogwill, Chairman

Gaila Herron
DISTRICT CHAIRMAN

APR 1960

Mrs Ivan M Tonedel
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Mrs. Armgard Schramm

in recognition of Outstanding Achievement in

1st Place - Presidents Procedure Book

Womans Club of Arcadia

Mrs Ivan M Poredel
DISTRICT ~~CHAIRMAN~~
Dean of Presidents

APR 1982

Mrs Ivan M Poredel
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Bulletin

Mrs. Irmgard Schramm, President

DISTRICT CHAIRMAN

APR 1982

Mrs. Ivan M. Tonedel

PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Arcadia Womans Club

in recognition of Outstanding Achievement in

International Aid

Chairwoman-Helen Hollingswoth

L. Jane Buchan
DISTRICT CHAIRMAN

APR 1982

Mrs Joan M Poredel
PRESIDENT

©GOES 463

LITHO

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Community Health

Mrs. LaVerne A. Wilson, Chairman

Mrs. Clyde W. Kellogg
DISTRICT CHAIRMAN

APR 1982

Mrs Ivan M. Tonedel
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Legislation

La Verne Milam, Chairman

APR 1982

DISTRICT CHAIRMAN

Mrs Ivan M Tonedel

PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Dean of Chairmen

Mrs. Charles F. Gunther, Chairman

APR 1962

DISTRICT CHAIRMAN

Mrs Ivan M Tondee

PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Arcadia Woman's Club

in recognition of Outstanding Achievement in

Membership

Mrs. G. V. Burnett, Chairman

Mrs. Phelps Allen
DISTRICT CHAIRMAN

APR 1982

Mrs Ann M Tonedel
PRESIDENT

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Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Federation Extension

Mrs. Charles Gaulter, Chairman

Mrs. Phelps Allen
DISTRICT CHAIRMAN

APR 1982

Mrs. Avan M. Tonedel
PRESIDENT

©GOES 463

Verdugo District

California Federation of Women's Clubs

This Certificate is awarded To

Woman's Club of Arcadia

in recognition of Outstanding Achievement in

Communications

Helen Nicholson, Chairman

DISTRICT CHAIRMAN

APR 1982

Mrs Ivan M Tonedel

PRESIDENT

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